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Welcome! If your account was created after January 20, 2025, you are using our new **Booking Calendars [New]**.

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Booking Calendar room and resource scheduling [New]

Integrating **Booking Calendars** with your productivity suite's room directory simplifies the process of managing physical meeting spaces, such as meeting rooms or conference rooms. OnceHub allows you to connect room workspaces, ensuring that bookings align with room availability while eliminating scheduling conflicts.

Supported Platforms

- Microsoft 365 Room Workspaces (currently supported).
 - Google Workspace Room Workspaces (coming soon).
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How to Connect Your Room Workspace

Follow these steps to integrate room scheduling with your OnceHub account:

1. Click the gear icon in the top-right corner and then **Locations and Rooms**.
 2. If no Location exists, click **Add location** and provide the address.
 3. Select **Add rooms** and choose the workspace you wish to connect.
 4. Click **Connect** and follow the on-screen instructions to complete the process.
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How It Works

Once connected, you can create a **Location** in OnceHub and designate specific rooms for scheduling. Depending on your configuration:

- **Single Room:** Bookings are assigned to a specific room, with events automatically added to its calendar.
- **Multiple Rooms:** Bookings are dynamically allocated to any available room from the selected pool.

Key features include:

- **Conflict-Free Scheduling:** OnceHub reads busy times from the connected room calendars to prevent overlapping bookings.
 - **Automated Updates:** Calendar events are created directly in the selected room's calendar for better coordination.
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Using Rooms with Booking Calendars

After creating a **Location** and assigning its associated rooms, they will be available for use as physical meeting locations in **Booking Calendars**.

- **Access for Users:** All users can assign these Locations to their **Booking Calendars**.
 - **Admin Management:** Only administrators can manage the Locations and Rooms lobby to configure room resources.
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Benefits of Room and Resource Scheduling

1. **Optimized Resource Usage:** Dynamically allocate rooms to ensure efficient use of meeting spaces.
 2. **Accurate Availability:** Prevent double bookings by automatically syncing room schedules with calendar events.
 3. **Time-Saving Automation:** Eliminate manual room allocation with automatic booking and calendar updates.
 4. **Customizable Configurations:** Tailor room setups for single or multiple resource scenarios based on your needs.
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